

VOLUME 3 GENERAL TECHNICAL ADMINISTRATION**CHAPTER 56 METHOD OF INSPECTION AUTHORIZATION REFRESHER
TRAINING ACCEPTANCE AND RENEWAL****Section 1 Information and Policy for Acceptance and Renewal of Inspection Authorization
Refresher Training**

3-4516 GENERAL. This section pertains to reviewing, accepting, and/or renewing refresher training (course) acceptable for Inspection Authorization (IA) renewal under Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.93(a)(4).

A. IA Renewal. Mechanics with IAs who wish to use training to renew their IAs under § 65.93(a)(4) must present evidence of acceptable training to their local Flight Standards District Offices (FSDO) or International Field Offices (IFO).

B. Federal Aviation Administration (FAA) Safety Team (FAASafetyTeam) Duties. The FAA has given the FAASafetyTeam the task of managing and accepting industry IA renewal training. The FAASafetyTeam has determined that a central location would provide for the best standardization of acceptance and course management. Therefore, the FAASafetyTeam has established the position of “IA Refresher Course Coordinator” (IA RCC). All responsibilities for acceptances and database management belong to the FAASafetyTeam IA RCC. This position will utilize the FAASafetyTeam Web site (www.faasafety.gov) and maintain established procedures to manage all aspects of course material review and acceptance.

3-4517 DEFINITIONS.

A. Training Provider/Sponsor. An individual or an organization holding a course found acceptable by the FAA and providing training events that meet requirements of IA renewal training under § 65.93(a)(4) and who is responsible for meeting this order requirements.

B. Training Course Outline (TCO). A course outline showing the course curriculum or subject areas to be presented along with references to any technical or regulatory related material as a part of each presentation to include the length of presentation times for each curriculum or subject area planned for delivery.

C. Curriculum. The content of the course of instruction consisting of objectives, course material, presentation methods and evaluation used to include copies of tests and samples of visual aids, if applicable.

D. Distance Learning, Web-based or Out-Study Curriculum. A curriculum that accomplishes the presentation, completion, and applicable testing for all course materials: correspondence, online, individual computer-based, or a combination thereof.

E. Webinar. A curriculum that satisfactorily accomplishes the transmission of a live presentation to remote locations via various video/audio transmission means, the presentation, completion, and applicable testing for all course materials.

F. Training Syllabi. Syllabus documents that contain recommended course elements or subject areas that the course provider must cover when developing a training curriculum that the IA RCC will accept and be presented for IA training. These syllabi or subject areas are available within 14 CFR part 147 appendices B, C, and D and may be found in the Maintenance Hangar section of the FAASTeam Web site at www.faasafety.gov in the future.

3-4518 POLICY AND GUIDANCE.

A. Authority to Review, Accept, or Reject IA Renewal Training.

1) It is the responsibility of the IA RCC to review, accept, renew, or reject all course material submitted by industry and the aviation community.

2) For a period of 36 months after a course expires or is on suspension, the IA RCC will maintain an electronic file of all reviewed letters of request and training materials.

3) A database of accepted available industry courses is available at the Maintenance Hangar link at www.faasafety.gov. The FAASTeam makes updates to the list within 15 days' notification of acceptance, renewal, or suspension by the IA RCC.

4) The IA RCC will coordinate with a single point of contact (POC) at AMA-250 (Mike Monroney Academy) and AFS-640 (Designee Standardization Branch) for a determination of which courses offered by each branch will be acceptable for IA training acceptance. Upon determination that the aviation safety inspector (ASI) or designee type training courses meet acceptance criteria, the POC within each branch will comply with all submission requirements and obtain an acceptance number.

5) The IA RCC will submit any unconventional or nontraditional delivery (new technology) methods of providing IA renewal training to the manager of the General Aviation Branch, AFS-350, to determine whether the method of delivery is acceptable. After AFS-350 concurs that the method of delivery and process is acceptable, the IA RCC will review the course content for acceptance. Review of these type courses will require a 90 working day timeline addition.

B. Responsibilities and Limitations.

1) All courses submitted with the intent of meeting the requirements of § 65.93(a)(4), IA refresher training will consist of regulatory requirements, FAA policy, and/or maintenance training that directly relates to maintenance, inspection, repair, or alteration of aircraft products, systems, components, and/or accessories. All training will possess some curriculum subjects covering the training syllabi course elements found in part 147 appendices and/or relevant to IA responsibilities (e.g., maintenance publications, mechanic privileges, and limitations, etc.). Additionally, the IA RCC may accept courses that focus on human factors and safety management systems produced against the respective syllabus. However, the FAA will only accept a maximum of 6 hours credit for human factors training for IA renewal.

2) You can submit the TCO for acceptance, with topics presented in various forms: modular increments of 1 hour, full designated-time course, and/or a combination. This allows flexibility of schedule and presentation at various locations worldwide, including computer-based programs. A 1-hour session is a minimum of 50 minutes to allow for breaks. Courses can exceed 8 hours, but the FAA will accept only 8 hours for IA renewal credit.

NOTE: The FAA will not accept course topics less than 50 minutes.

3) Air carriers and agencies conducting technical, safety management system, and/or human factors training and requesting IA refresher acceptance must submit and obtain a course number in accordance with this guidance.

4) All FSDOs and IFOs will accept, without additional FAA review or further showing, maintenance technical training conducted by a manufacturer or its authorized representative on its type certificate (TC); Supplemental Type Certificate (STC); Technical Standard Order (TSO); or Parts Manufacturer Approval (PMA) product, component, or accessory for the purpose of IA renewals. These entities, however, must meet all the training requirements of this section with the exception of submitting for acceptance and obtaining a refresher course acceptance number.

5) A FSDO/IFO/FAA Team Program Manager may organize and provide IA renewal training addressing current issues concerning IAs without additional IA RCC course acceptance. These events will consist of FAA presenters and may be supplemented by maintenance entities and industry representatives who can contribute effective materials in providing information that can substantially mitigate accident/incident risks. All training requirements of this section must still be met, with the exception of submitting for IA RCC acceptance or obtaining a course acceptance number from the IA RCC.

6) The training received must be documented in the form of a Training Certificate and attendance roster, indicating the individual's name, length of training, date presented, and regional and FSDO/IFO identification number along with the FSDO/IFO management representative's signature. This training will be considered acceptable for IA renewal purposes. The regional identification and FSDO/IFO identification will substitute for an IA RCC course assigned number.

7) The IA RCC will not accept the following courses for review nor will the following courses be accepted to meet the training requirements of § 65.93(a)(4):

a) Manufacturers/air carrier training designed for pilots such as an overview of systems operation; and

b) Programs/courses that promote or sell products.

c) Familiarization courses such as carrier/agency maintenance employee orientation training that deals with a majority of non-technical subjects such as company "non-maintenance" procedures, manuals, administrative procedures, etc.

8) The local FSDO/IFO will continue to recognize IA refresher training programs/courses that the IA RCC reviews and accepts for IA renewal training in accordance with § 65.93(a)(4).

C. Application Process and Course Review.

1) Presently, an applicant who desires to have his or her IA renewal course accepted by the FAA must make initial contact with the IA RCC via email at 9-AFS-IARefresher@faa.gov. The IA RCC will then contact and direct applicants to where they must submit their IA refresher training course material for review. A template containing course material guidelines and certificate examples is available to simplify the submittal process by contacting the IA RCC via email.

NOTE: Applicants should allow 60 working-days for the FAA review/acceptance process. The FAA will not accept/renew courses submitted from January 15 through March 31 of the IA odd year renewal cycle due to the short time span for review. Applicants seeking review of course material may resume submitting course applications after April 1 of these odd year cycles.

2) All training courses taught outside the U.S. with the intent of meeting § 65.93(a)(4) IA renewal requirements must meet all requirements of this section and be in a location suitable for FAA oversight.

3) If for any reason the IA RCC deems an IA refresher course unacceptable, the FAA will remove it from the list of acceptable training courses. The training provider will receive notification of such suspension and removal.

4) If the IA RCC finds discrepancies after investigating a report of poor performance, they will temporarily suspend the course from the list of accepted courses and notify the course provider to cease presentations until they make the acceptable corrections. If the course provider does not implement satisfactory corrections within 15 days of notification, they will receive notification of the course removal from the list of acceptable training courses.

D. Initial Request for Course Acceptance.

1) All applicants required to present courses for acceptance will comply with the following:

a) Make an application request via email to 9-AFS-IARefresher@faa.gov containing the name, address, email address, and telephone number of the person(s) or organization requesting FAA acceptance of a course.

b) The application will contain the following information for initial acceptance:

1. Title and brief description of the course (technical or regulatory) with stated goals and objectives.

2. A TCO that shows the course curriculum elements from the syllabus subject areas contained within part 147 appendices along with technical or regulatory references used, copies of tests, and samples of visual aids, if applicable.

3. Description of how the course provider credits course time and teaches (single course or modular), including the total length of the course with breakdown in hours for each module.

4. Location and date for each course presentation, if known, in advance.

5. Brief resume of course presenters/instructors to include name, address, email address, telephone number, and affiliation.

6. Training Provider/Sponsor POC to include name, address, email address, telephone number and affiliation if applicable.

7. Training provider will include a sample of the list of attendance form and an example of the Certificate of Training. See Figure 3-169 for a sample certificate.

2) The FAA will consider additional submission requirements for Webinar, Web-based training, and distance learning courses on a case-by-case basis. We encourage training providers/sponsors who wish to submit alternative methods other than instructor lead presentations to provide graphical outline representations of their proposed training programs for review and consideration. The graphical representation should contain a step-by-step description of how participants will enroll and access the support/study material for each lesson in order to effectively navigate through the course to completion. The program will consist of a master copy when the FAA accepts it. It may be highly advantageous for a sponsor or an organization intending to present an alternative-based program to contact the FAAS Team IA RCC in advance to discuss the planned program outline before committing time and effort to its development. This will assist in ensuring that the program follows a standardized process to the extent possible and may help to reduce the time needed for its development, review, and acceptance by the FAA. The graphical outline presented should contain, as a minimum, the following information considered specifically applicable to an online curriculum. The source of all study materials used to support the course element that would appear on the Internet, and a description of all drawings, mock-ups, demos, or links used in the course will include:

a) A statement of how the sponsor intends to ensure completion of the stated hours of the course subject material (study, completion, and test(s));

b) The methodology proposed to determine the identity of course participants at logon and during navigation of a lesson, including intentional or non-intentional disruption of the lesson flow. Additionally, methodologies proposed to prevent multiple concurrent logons by a course participant for the purpose of viewing or printing material during inappropriate stages of the lesson;

c) A statement of how the sponsor intends to ensure that students do not receive access to any completion test(s) until they satisfactorily complete the course materials, for which the test is applicable;

d) The methodology proposed to allow the FAA access to course support materials, tests, and test results for the express purpose of reviewing and monitoring as deemed appropriate by the FAA; the FAASTeam IA Refresher Course Coordinators Office will maintain course access data on file for the lifetime of the course or until expired, changed, or suspended or removed from the national course list of accepted courses;

e) The methodology proposed to ensure that course attendees attend the stated hours of instruction;

f) A process that will show how the sponsor will maintain the required record keeping;

g) Methodologies proposed to ensure data availability, integrity, confidentiality, and accountability for course materials, participant information, and lesson plans; and

h) The manner in which the FAA reviews revisions deemed necessary once they accept the online course and before they include them.

E. Renewal Request.

1) Submit a request for refresher course renewal 60 working-days before expiration of previous FAA acceptance. If the training provider does not provide timely submission, the FAA will remove the course from the list of acceptable courses and consider it inactive. The renewal request will restate the name, address, email address, and telephone number of the training provider or sponsor requesting renewal of their course. Also include a copy of the previous letter of acceptance and/or the assigned course number with the request.

2) Highlight any updates, alterations, and deletions as defined in paragraph F below in some manner, (e.g., change bars, shading, and/or synopsis). If changes are significant, then submit an initial letter of request and all requirements. The FAA may assign a new course number.

F. Course Changes.

1) Minor changes are defined as changes not exceeding two updates, alterations, and/or deletions and must be less than 5 minutes in duration for each hour of the original course material presentation. You may accomplish these minor changes without further acceptance but must designate the changes during renewal.

2) Significant changes are defined as changes consisting of major updates, alterations, and/or deletions in course instructors, subjects, and changes over 5 minutes of each hour of existing subject. Resubmit a complete initial letter of request along with the completely revised course.

G. Refresher Training Course Tracking.

- 1) The IA RCC will receive and upload accepted course information to www.faa.gov within 15 working-days of acceptance, renewal, or suspension.
- 2) The IA RCC will utilize a www.faa.gov structured format number for accepted refresher training courses.
- 3) The database will be a searchable listing for active and expired courses 36 months from acceptance.

H. Duties and Responsibilities of the Training Provider/Sponsor.

- 1) Revise instruction material/course content in a timely manner and assume full responsibility for the accuracy of the course material.
- 2) Maintain a list of attendees and contact address for each course given for at least 36 months after the date the training was provided. Make this list available to any FAA office upon request.
- 3) Notify the local FSDO/IFO manager and the appropriate FAAS Team Program Manager of the date, time, and location 30 days before the date the IA renewal course is presented in the applicable region. You can give this notification by letter, fax, and/or email.
- 4) Allow, at no charge, a minimum of one Flight Standards ASI from the local FSDO/IFO for the purpose of oversight and the FAAS Team Program Manager representative for the area where the training will take place, admission to any session presented to ensure compliance with the regulatory requirements of § 65.93(a)(4) IA renewal training. The inspector or FAAS Team Program Manager must provide a written report detailing any negative findings to the IA RCC for appropriate action within 10 days of course observation.
- 5) Provide to FAA personnel monitoring the course at least one copy of any materials that the attendees of the training receive. FAA personnel attending a training course in any official capacity are not responsible to endorse or provide a Certificate of Training to the course attendees. ASIs attending in any official capacity will not receive a Certificate of Training.
- 6) For Distant Learning, Web-based, or Out-Study Curriculum, provide required access for FAA acceptance review and program monitoring.
- 7) Ensure each attendee receives a Certificate of Training showing the training provider name, course name, name of attendee, course identification number assigned, date of attendance, total training hours, acceptable IA creditable hours, and the training provider's signature and affiliation. Certificates of Training from entities granted acceptance without requiring a course acceptance number (i.e., FSDO/IFO/FAAS Team/Manufacturer's) will also provide each attendee with a certificate or letter including the training provider name (organization name for government and manufacturers), course name, name of attendee, date of

attendance, length of training, and the training provider's name and signature. The course number is not applicable.

NOTE: The Certificate of Training must distinguish between total course hours and the hour amount the FAA accepted for the IA refresher training course.

8) Keep course subject/training materials current at all times, and must maintain records of attendees for 36 months after the date of the training.

9) Perform all training in accordance with the submitted and accepted course kept on file with the FAA.

10) Submit for acceptance/renewal 60 working-days before the course's expiration date. The FAA will not accept/renew courses during the period of January 15 through March 31 of the odd IA renewal years due to expected high activity levels and the short time span for review of course material by the FAA IA RCC. You may submit course applications after April 1 of these years.

11) Only conduct refresher training under a current accepted refresher course number, if applicable.

12) Cease presentations when notified that the IA RCC suspended or removed the course from the accepted list.

I. Requests for Reconsideration.

1) If the Assistant National FAAS Team Manager (AFS-8A) or IA RCC find discrepancies after investigating a report of poor performance, they will temporarily suspend the course from the list of accepted courses and notify the course provider to cease presentations until the course provider make acceptable corrections. If the course provider does not implement satisfactory corrections after notification, the FAA will remove the course from the list of acceptable training courses.

2) Upon the action of non-acceptance or removal from the accepted listing for performance reasons, the training provider may petition for reconsideration in writing within 15 days to the following address for reconsideration of the decision for removal:

FAA Headquarters
Aircraft Maintenance Division, AFS-300
800 Independence Avenue, SW
Washington, DC 20591

3) AFS-300's final decision may affirm, modify, or reverse the initial decision. AFS-300 will make the final decision on the request for reconsideration, and will forward the decision to the training provider and send a copy to the IA RCC.

3-4519 PREREQUISITES AND COORDINATION REQUIREMENTS.

- A. Prerequisites.** Requires knowledge of part 65.
- B. Coordination.** Requires coordination with the IA RCC.

3-4520 REFERENCES, FORMS, AND JOB AIDS.

- A. References (current editions):**
- Title 14 CFR part 65; and
 - Maintenance Hangar Section at www.faa.gov.
- B. Forms.** None.
- C. Job Aids.** None.

3-4521 PROCEDURES.

A. Review Request for Initial or Renewal Acceptance of IA Refresher Course. The IA RCC should ensure that the applicant's submission of information included with the letter of request contains all required information.

B. Successful Review.

- 1) Upon successful review of the course material, the IA RCC will provide the applicant a letter of acceptance (refer to Figures 3-164 and 3-165), assigning a number to the course.
- 2) The FAA will advise the new applicant that a copy of the LOA must be available for inspection by the FAA and attendees at each training session. The letter will also state that the course will have acceptance for IA renewal for 24 calendar-months from the date of the letter. The IA RCC will maintain required files at his/her physical office work location.
- 3) The coordinator will upload all course information to www.faa.gov.

C. Unsuccessful Review.

- 1) The IA RCC will notify the applicant by providing a letter of non-acceptance per the sample in Figure 3-167.
- 2) Within the non-acceptance letter, state the option of reconsideration. All parties will abide by the final decision of AFS-300.

D. Renewal Requests.

- 1) Submit a request for refresher course renewal 60 working-days before expiration of the previous FAA acceptance. If the training provider does not provide timely submission, the FAA will remove the course from the list of acceptable courses and considered inactive. The

renewal request will restate the name, address, email address, and telephone number of the person or organization requesting renewal acceptance of their course. Also include a copy of the previous letter of acceptance and/or the assigned course number with the request.

2) If you request a course number before expiration, it will remain the same. If the course has expired, resubmit the initial letter of request and all requirements.

3) Highlight any updates, alterations, and deletions in some manner, (e.g., change bars, shading, and/or synopsis). If changes are significant, submit an initial request and all requirements. The FAA may assign a new course number upon review of changes made by the FAASTeam IA RCC.

4) The IA RCC will issue a Letter of Renewal. See Figure 3-166.

E. Notification of Poor Performance or Suspension. If the local FSDO/IFO notifies the IA RCC in writing that a training provider/sponsor is conducting courses with material that is outdated or unlike the description, or the performance of the instructor is poor, the IA RCC will take the following actions:

1) Notify the training provider/sponsor responsible for the course and request an explanation of the FSDO's/IFO's finding.

2) If discrepancies are found, the IA RCC will temporarily suspend the course from the list of accepted courses and notify the course provider to cease presentations until acceptable corrections are made. The IA RCC will determine the cause of the problems and ensure the training provider/sponsor implemented solutions such as changes or revisions to the course or enlisting a new instructor so the course meets requirements. The IA RCC must receive an adequate response and corrections within 30 days of notification.

3) If the IA RCC receives a less than adequate response or the training provider refuses to make all of the required changes to the course within 30 days of initial notification, then the IA RCC will notify the training provider/sponsor by certified mail that the FAA is no longer accepting the provider's course effective on the date they received the certified letter (see Figure 3-168). The training provider/sponsor may petition for reconsideration to the manager, AFS-300, in Washington, DC for final decision review.

4) If the IA RCC suspends the course for not meeting the acceptance criteria, the training provider/sponsor must notify all attendees who enrolled at the time of poor performance notification and any subsequent presentations the provider may have conducted after notification. Notify the attendees of the course provider's suspension, and the invalidation of credit.

3-4522 TASK OUTCOMES.

A. Course Acceptance/Renewal. This task may result in the training provider's (applicant's) course acceptance/renewal and IA's renewal after the completion of the FAA-accepted training course requirements.

B. Course Denial. This task may result in the training provider's (applicant's) denial of the submitted IA renewal training course.

3-4523 FUTURE ACTIVITIES. None.

Figure 3-164. Sample Letter of Acceptance

FAA Safety Team
6100 Corporate Boulevard, Suite 200
Baton Rouge, LA 70808

January 16, 2010

John Doe
High Aviation
100 Funny Road
Zachary, LA 72223

Dear Mr. Doe:

The Federal Aviation Administration (FAA) is pleased to notify you that we have accepted the 8-hour course titled, "IA Renewal Course" that you submitted for Inspection Authorization (IA) refresher training. As of this date, the material submitted meets the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.93(a)(4) for IA renewal. Your assigned program identification number is C-INDUSTRY-MI-070116-K-005-01. Your course will remain on the FAA's active list of accepted IA renewal courses for 24 calendar-months unless suspended or removed for cause.

As a training provider of an FAA-accepted course, your course acceptance is effective for 24 calendar-months. Before the end of the time period, you must provide the appropriate regional FAA Safety Team (FAASTeam) manager with a request for course renewal acceptance in accordance with current guidelines. If you do not provide this request at least 60 working-days before the end of the 24-month period, we will remove your course from the list of acceptable courses.

As a presenter of an FAA-accepted IA training course, you must comply with current guidance to remain valid. Your course is subject to FAA review. If the reviewing FAA ASI determines that your course does not meet the guidelines, you will receive notification.

Your FAA-accepted course number, C-INDUSTRY-MI-070116-K-005-01, will expire on January 31, 2012. Congratulations, and thank you for your interest in aviation safety. Should you have further questions, please contact me at (225) 932-5926.

Sincerely,

I.M. Airworthiness
IA Refresher Course Coordinator

Figure 3-165. Sample Letter of Non-United States Course Provider Acceptance

FAA Safety Team
6100 Corporate Boulevard, Suite 200
Baton Rouge, LA 70808

January 16, 2010

John Doe
Same Time Aviation
100 Two Road
London, England

Dear Mr. Doe:

The Federal Aviation Administration (FAA) is pleased to notify you that we have accepted the course titled, "Human Factors in Aviation Maintenance" that you submitted for Inspection Authorization (IA) refresher training. As of this date, the material meets 6 hours toward the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.93(a)(4) for IA renewal. Your assigned program identification number is C-INDUSTRY-MI-070116-K-005-01. Your course will remain on the FAA's active list of accepted IA renewal courses for 24 calendar-months unless suspended or removed for cause.

As a training provider of an FAA-accepted course, your course acceptance is effective for 24 calendar-months. Before the end of the 24 calendar-month period, you must provide the appropriate regional FAA Safety Team (FAASTeam) manager with a request for course renewal acceptance in accordance with current guidelines. If you do not provide this request at least 60 working-days before the end of the 24-month period, we will remove your course from the list of acceptable courses.

As a presenter of an FAA-accepted IA training course, you must comply with current guidance to remain valid. Your course is subject to FAA review. If the reviewing FAA aviation safety inspector (ASI) determines your course does not meet the guidelines, you will receive notification.

Your FAA-accepted course number, C-INDUSTRY-MI-070116-K-005-01, will expire on January 31, 2012. Congratulations, and thank you for your interest in aviation safety. Should you have further questions, please contact me at (225) 932-5926.

Sincerely,

I.M. Airworthiness
IA Refresher Course Coordinator

Figure 3-166. Sample Letter of Renewal

FAA Safety Team
6100 Corporate Boulevard, Suite 200
Baton Rouge, LA 70808

January 16, 2010

John Doe
Low Aviation
100 Edwin Drive
Baton Rouge, LA 72223

Dear Mr. Doe:

The Federal Aviation Administration (FAA) is pleased to notify you that we have accepted your request for renewal of your 8-hour Inspection Authorization (IA) refresher training titled, "Inspection Authorization Refresher Course". As of this date, the material submitted meets the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.93(a)(4), for IA renewal. Your assigned program identification number will remain C-INDUSTRY-MI-070116-K-005-01. Your course will remain on the FAA's active list of accepted IA renewal courses for 24 calendar-months unless suspended or removed for cause.

Your course acceptance is effective for a 24 calendar-month period. Before the end of the 24 calendar-month period, you must provide the IA Refresher Course Coordinator (IA RCC) with a request for course renewal acceptance in accordance with current guidelines. If you do not provide this request at least 60 days before the end of the 24-month period, we will remove your course from the list of acceptable courses.

As a presenter of an FAA-accepted IA training course, we expect you to comply with current guidance in order to remain valid. In addition, your course will be subject to FAA review. If in the reviewing FAA aviation safety inspector's (ASI) judgment your course does not meet the guidelines, you will receive notification.

Your FAA-accepted course number, C-INDUSTRY-MI-070116-K-005-01, will expire on January 31, 2012. Congratulations, and thank you for your interest in aviation safety. Should you have further questions, please contact me at (225) 932-5926.

Sincerely,

I.M. Airworthiness
IA Refresher Course Coordinator

Figure 3-167. Sample Letter of Non-Acceptance

FAA Safety Team
6100 Corporate Boulevard, Suite 200
Baton Rouge, LA 70808

July 17, 2010

John Doe
MCI Incorporated
355 Lakewood Boulevard
Kansas City, MO 64106

Dear Mr. Doe:

Regrettably, we reviewed the training course materials you submitted for Inspection Authorization (IA) renewal training titled, "Rewiring the Jetstar EGT System" (2 hours) and found that they did not to meet the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.93(a)(4) and pertinent FAA guidance regarding this matter. Your course content contained over 80 percent of marketing or commercial advertisement of the Supplemental Type Certificate (STC) exhaust gas temperature (EGT) product rather than the in-depth maintenance training we require. In addition, your assigned instructor has no presentation experience. For these reasons, we will not deem your course "acceptable" for IA renewal training.

If you believe this action is inappropriate, you may request reconsideration of the decision for denial in writing to:

FAA Headquarters
Aircraft Maintenance Division, AFS-300
800 Independence Avenue, SW
Washington, DC 20591

FAA headquarters will make the final decision on the request for reconsideration. The FAA Aircraft Maintenance Division will forward the decision to you. This decision may affirm, modify, or reverse the initial decision.

Thank you for your interest in aviation training. Should you have further questions, contact this office at (916) 422-0272 ext. 254.

Sincerely,

I.M. Airworthiness
IA Refresher Course Coordinator

Figure 3-168. Sample Suspended Course Notification

FAA Safety Team
6100 Corporate Boulevard, Suite 200
Baton Rouge, LA 70808

January 16, 2010

CERTIFIED MAIL

John Doe
Angel Aviation
100 Skyway Drive
Heaven, AR 72223

Dear Mr. Doe:

This is notification that we removed your Inspection Authorization (IA) refresher training course number, C-INDUSTRY-MI-070116-K-005-01, from the accepted listing as of November 11, 2009. We have found that the course does not meet the acceptance criteria and further investigation has proven this correct. Attempts to rectify the situation have been unsuccessful. Attendees since the suspension date will not receive credit for IA renewal under Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.93(a)(4). You should notify respective attendees of these actions.

You may appeal this decision in writing to: FAA Headquarters, Manager, Aircraft Maintenance Division, AFS-300, 800 Independence Avenue, SW, Washington, DC 20591, for reconsideration. The Aircraft Maintenance Division will make the final decision on your appeal request.

Sincerely,

I.M. Airworthiness
IA Refresher Course Coordinator

Figure 3-169. Certificate of Training

Certificate of Training

Presented to:

John Mechanic

Completed 60 course hours on September 7, 2001 entitled:

Specialized NDI for Wing Structures

FAA Course Acceptance Number C-INDUSTRY-I-070116-K-005-01(if required),

expiring on January 31, 2011, provides for:

4 hours of IA Refresher Training

accredited for IA renewal under Title 14 CFR part 65, § 65.93(a)(4)

I.M. Instructor
Refresher Training Institute

Location of Training:
Dallas, TX

RESERVED. Paragraphs 3-4524 through 3-4543.